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PART I

IMPORTANT GOVERNMENT ORDERS

CHIEF SECRETARIAT

(GENERAL ADMINISTRATION DEPARTMENT)

Office premises—Proper maintenance of buildings and care taking arrangements—Instructions regarding —

CIRCULAR

No. GAD 56 MAR 74, BANGALORE, DATED THE 21ST OCTOBER 1974.

The Administrative Reforms Commission in its report on the machinery of Government and its procedure of work has recommended that an efficient care-taking arrangement should be provided for every office with a view to avoid shabby physical conditions in most Government Offices. Keeping office premises neat and clean depends on two factors namely (1) proper maintenance of the building and surroundings; and (ii) efficacy of the internal caretaking arrangement and habits of the staff. Government after careful examination of this position and also the recommendation, have directed that adequate attention in this regard should be paid by every Head of the Office. In this connection, the following instructions are issued :—

(i) Though the responsibility for maintenance of the office building rests on the Public Works Department, it is the primary duty of the Head of the Office to ensure that the maintenance works are carried out from time to time and that the premises present proper appearance and healthy surroundings. The Public Works Department authorities, however should undertake maintenance work as part of their regular activities at suitable intervals without waiting for requisitions from the Heads of Offices ;

(ii) In most of the premises to-day, there is no adequate care taking arrangement to ensure neat and clean work-environment. The main reason for neglect in this area is that the value of neat and clean work-environment for prompt and brisk efficiency is not generally recognised. It is, therefore, necessary that there should be an efficient care-taking arrangement in every office and for this purpose an officer/officials at the supervisory level should be placed incharge of this work. The function of this officer/official is to arrange for proper cleanliness like regular sweeping, disinfecting, prevention of throwing waste paper in

and around the buildings, light and ventilation, proper layout of furniture and office equipment, etc. The Heads of Offices of other superior authorities should also inspect the premises at regular intervals to look into the adequacy or otherwise of the action taken in this regard and take appropriate action wherever necessary.

(iii) In respect of a building where a large number of offices are located, care-taking arrangement as envisaged in the previous para may not be workable and therefore a special arrangement will have to be evolved in this respect. In such a premises, the office occupying a major portion of the building should carry the responsibility for common services, maintenance of the building, cleanliness of the common areas, operation of the lifts, working of the canteen, etc. Care-taking within the space allocated to an individual office will, however, be the responsibility of that office. This special arrangement suggested above should, however, be worked out by the Offices located in such buildings in consultation with the Public Works Department or other authority incharge of the building;

(iv) Whenever an Inspecting authority visits the office, he should also invariably look into the cleanliness and maintenance of the building including the care taking arrangement and suggest improvements, wherever necessary.

2. The Heads of Departments and the Offices under their control are requested to take action as per the above instructions.

3. The Secretary to Government, Public Works and Electricity Department is also requested to issue specific instructions to the authorities of the Public Works Department to promptly carry out maintenance works of office buildings and to attend to the care-taking arrangements wherever they are concerned.

B. K. BHATTACHARYA,
Additional Secretary to Government I/c,
241 *General Administration Department.*

Revised Rules and Tariff for the occupation of Guest Houses at Bangalore, Mysore and Ooty—issues

READ :—

Government Order No. GAD 56 HMS 68 dated 22nd February 1969

ORDER No. GAD 35 HMS 73, BANGALORE, DATED THE 18TH NOVEMBER 1974.

In supersession of all the Orders issued so far relating to the occupation of Guest Houses, the following revised Rules and Tariff for the occupation of Guest Houses in the State are issued. This will come into force with effect from 1st December 1974.

By Order and in the name of the Governor of Karnataka,

N. A. MUTHANNA,
Deputy Secretary to Government,
265 *G.A.D (Political).*